PAY PLAN POLICY

SUMMARY OF AMENDMENTS

The following is a summary of amendments to the Pay Plan Policy. This summary does not include technical amendments which merely correct errors in spelling, grammar, punctuation, and/or other such corrections. Reference is made to the sections of the Rule which have been amended.

REFERENCE	SUMMARY
II.	Added definitions to assist in comprehensive understanding of the Policy, and to ensure consistency with the Administrative Rule.
III.A.2.	Added language to clarify what must be submitted when an appointing authority is asserting payment above the market rate due to severe or unusual recruitment difficulties for the job classification. Also changed the time for experience from six (6) months to twelve (12) months.
III.A.2.a.	Added language to clarify what must be provided to the Division of Personnel for severe or unusual recruitment difficulties.
III.A.2.b.	Added language to clarify "pertinent experience or equivalent pertinent training above the minimum."
III.A.2.d.	Added language to clarify that an appointing authority that creates an internal pay equity cannot use the employee as a comparator for purposes of discretionary salary increases under the Policy for twelve (12) months.
III.A.3.	Added language to clarify that re-employment at a higher salary will only be approved if there is a break in service for a minimum of 120 days. Also, clarified that if the re-employment is at a higher classification, the appointing authority may increase the employee's salary consistent with the Board approved pay increments not to exceed 25% or the new minimum, whichever is greater.
III.B.	Added language to clarify that salary advancement are limited to permanent employees. Also, added language that the discretionary increase cannot cause the new salary to exceed the maximum of the compensation range.
III.B.1.	Added language to clarify that a salary advancement is limited to the maximum established by the Board, and may change, and shall not cause the new salary to exceed the maximum of the compensation range.
III.B.2.	Added language to clarify that salary advancement shall be based on quality performance as evidenced by the Employee Performance Appraisal 3.

III.B.4.	Added language to state that salary increases based on reallocation, general wage increases mandated by the Legislature, or retention incentives passed by the Board do not count toward the 10% maximum.
III.C.	Added language to clarify that this section applies to promotion, reallocation, and demotion.
III.C.1.	Added language to clarify that if an employee is reallocated, and the appeal results in additional reallocation, the employee's salary shall only be increased by the appropriate amount for the additional pay increments.
III.C.3.	Added language to differentiate a demotion without prejudice, and to clarify that demotion without prejudice allows the employee to retain his or her current salary, or to have it reduced at the appointing authority's discretion, so long as the employee's salary is within the compensation range for that classification.
III.C.5.	Added language to differentiate a demotion with prejudice, and to clarify that there is a reduction in pay by at least one increment. This language is consistent with the Administrative Rule.
III.D.1.	Added language to clarify that additional duties/responsibilities could be a permanent or temporary increase.
III.D.1.a.	Changed the amount of increase for additional duties/responsibilities from 3% to 5%.
III.D.1.e.	Added language clarifying that if an employee receives an increase for additional duties, and within twelve (12) months is reallocated based in part on these additional duties, the appointing authority shall reduce the salary increase due for the reallocation by the percent amount of the in-range salary adjustment the employee received for assuming additional duties.
III.D.4.e.	Removed language to ensure that employees who participate in the West Virginia Division of Personnel Education Expense Reimbursement/Leave Program Policy (DOP-P16) can obtain a discretionary increase for professional skills/competency development.
III.D.f.3.	Added language to clarify that, when the additional duties are temporary, the appointing authority must inform the Division of Personnel of any alteration or change in additional duties, and may be required to submit documentation for justification of continued salary adjustment.
III.D.2.	Added language to clarify what documentation is needed when an appointing authority is seeking a retention incentive.

III.D.3.a.	An entire section was added to clarify what conditions must be met before an employee can qualify for an internal equity increase.
III.D.3.c.1.	The number of years changed from twenty (20) to ten (10) or more years in the classified service to allow comparison.
III.D.3.e.	Added language to clarify that the employee used for comparison in internal equity cannot be receiving a temporary classification upgrade, a salary adjustment for additional temporary duties, and cannot have been appointed, promoted, or reallocated to the classification within the last twelve (12) months.
III.D.3.f.	Added language clarifying that all individuals who are eligible for an internal equity increase must be submitted.
III.D.4.a.	Added language to clarify that should an appointing authority fail to obtain prior approval regarding professional skills/competency development, the request will be denied.
III.D.4.b.	Added language to clarify that the appointing authority must submit all employees who are eligible for that specific professional skills/competency development increase.
III.D.4.d.	Added language to clarify that the formal training, education, certification or licensure must demonstrate the acquisitions of competencies which are used in the essential duties of the job class and/or position and are critical to the ongoing operations of the agency.
III.D.4.f.	Added language to clarify that the request must be submitted within one (1) year of the employee obtaining the formal training, education, certification, or licensure.
III.D.4.g.	Added language to clarify that no salary adjustment can be sought for recertification.
III.D.5.	Added language to clarify that any employment offer must be for a position outside the classified service with the same or greater compensation.
III.D.5.d.	Added language to clarify the appointing authority must verify that there are no current employees with substantially equal qualifications who can fill the position.

III.D.5.e.	Added language to clarify that appointing authority must verify that the one-time salary adjustment would not create an inequity that would place the employee 20% or more above others in the same classification and organizational unit.
III.D.6.e.	Added language to clarify the documents needed detailing recruitment efforts undertaken and the lump sum amount requested.